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TO

FROM

SUBJECT : Present capacity and limitations of photographic and C.I. facilities and suggestions for their expansion in order to accomodate the present training load and the continued future demand for re-training.

C.I. TRAINING:

In order to accomodate the present peak loads of fifteen students it is necessary to use at least two rooms full time, one to be used as a permanent display room in which the various types of equipment can be permanently set up and available for the special instruction of an individual on short notice as well as the routine use by regular classes.

In this connection room 1266, which is now being shared on a part time basis with the assessment group, would be the most logical room for this purpose since it adjoins the main office of 1262. This room would be used as a lecture room but while the students are actually using the equipment it is necessary to use two rooms.

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to handle and properly instruct the number of students contemplated above and also the special students that are continually coming in it is necessary to have at least two full-time assistants who are fully acquainted with the equipment and procedures. These assistants would also assist in the photographic work.

PHOTOGRAPHIC TRAINING:

The present photographic darkroom and equipment have been taken intact from the former areas where training in this field was done on an individual basis.

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## Photographic Training; (cont)

intended that more than two people at a time would be trained. This same set-up is now required to serve classes of six and eight students with the result that the individual student receives only a bare minimum of actual practice in the use of the equipment. In addition to the regular classes there is a constant demand for special instruction in particular types of cameras and on short notice. It is impossible to do a good job while regular classes are being conducted.

Another type of special student consists of those graduates of the regular elementary photographic course who will be required to use this ability in the field and desire to use the darkroom facilities in their spare time and especially just prior to their departure as a quick review. This is only possible by having at least two separate darkroom set-ups.

Instruction has also been requested in the use of technical apparatus used in the field but which the training branch does not have. This consists mainly in the use of the Photo-Record machine, ~~and~~ the Recordak, ~~apparatus~~ and photostat apparatus. The procedure in the past has been to make arrangements with some other branch possessing such apparatus and to have the person in charge of the machine demonstrate it to the student. These machines were ordinarily set up for actual operation and thus did not permit the student to have actual practice in operating the equipment. Practically all the automatic machines of the first two types mentioned above were in the possession of the old reproduction branch which took the equipment with them upon their transfer to the State Department. It was only possible to demonstrate these machines by the courtesy of the employees of the State Department and by means of unofficial and informal contacts.

The following suggestions are made to enlarge the photographic training facilities to accommodate the present training load of regular students, special students, and demands for refresher courses immediately prior to leaving the country;

1. An entire room is needed for a darkroom to accommodate a regular class of six to eight people. This would be in addition to the regular small darkroom which would be used for special students while regular classes were being conducted. Under the present set-up the most desirable room would be number 1261 which is adjacent to the present darkroom and it would be relatively easy to install two large sinks with running water by making the connections with the facilities in the adjoining room. In addition the room would require the installation of an exhaust fan, blackout curtains for the windows, and a light-proof double door arrangement.

See  
above

(photographic training) (cont)

2. The following additional equipment would be needed to equip the darkroom;
  - 6 - - - Kodak 35mm enlargers
  - 1 - - - Large wall clock
  - 2 - - - darkroom safelights
  - 1 - - - Electric refrigerator for keeping solutions cool in warm weather.
  - 1 - - - Omega enlarger for 4x5 negatives
  - 4 - - - Granite metal trays for solutions; 11x14.
  - 12 - - - Bottles; gallon size; for solutions.
  - 12 - - - Adjustable developing tanks
3. It would be necessary to install electrical outlets throughout the room to accomodate all the enlargers and the safelights.
4. The following special equipment is needed to be in a position to conduct special advanced training;
  - 1 - - - Photo-Record machine
  - 1 - - - Developing Tank for 100' lengths of film used in Photo-Record machine.
  - 1 - - - Recordak machine
  - 1 - - - "Duophoto" photostat machine; 11 x 14 size.
  - 2 - - - Electric print dryers; 2½' x 3' each.

get necessary  
equipment to make  
best use of present  
dark room

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